

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

HUMAN RESOURCES TECHNICIAN

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FLSA STATUS:

Exempt

CLASS SUMMARY:

The Human Resources Technician is the first and technical level in a five level Human Resources series. Incumbents perform a wide variety of technical activities related to Human Resources operations, such as data entry, creating and maintaining spreadsheets, processing records, and maintaining files. Incumbents are required to understand and use limited discretion in applying laws, rules, regulations and policies.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for performing technical activities related to benefits, class & compensation, employee relations, organizational development & training, recruitment & examination or risk management.

The Human Resources Technician is distinguished from the Supervising Human Resources Technician, which has first-line supervisory responsibilities.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Receives, reviews, and enters a variety of specialized information, ranging from routine to complex, into databases; compiles data and prepares related reports, correspondence, and collateral materials.
2. Responds to requests for information from employees and/or the general public over the telephone, in person, and via e-mail regarding a variety of Human Resources programs, job opportunities, and/or other related information.
3. Prepares, processes, evaluates, and maintains a variety personnel records, documents, files, logs, applicants, benefits, salary and status changes, and/or other related human resources information in assigned area of responsibility.
5. Prepares a variety of reports, ranging from routine to complex, in response to requests for information from City officials, management, employees, and/or other interested parties.
6. Performs other duties of a similar nature or level.

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30%

Daily
20%

Daily
40%

Weekly
10%

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Recruitment & Examination and Class & Compensation may be responsible for:

- Processing and tracking employee requisitions;
- Administering and scoring written and oral examinations;
- Maintaining listings of candidate eligibility listings;
- Preparing and placing recruitment announcements in the newspaper, on the Internet, on the job line, and with external agencies;
- Preparing and organizing examination materials;
- Scheduling testing times, sites, and proctors.
- Verifying the placement of new hires within salary schedule;

Positions assigned to Risk Management may be responsible for:

- Maintaining the risk management databases;
- Assist in preparing and maintaining confidential medical, legal, pre-employment and related information;
- Assist in reviewing proposed contracts containing non-standard indemnification and insurance language;
- Assist in reviewing bonds and insurance for contracts and users of City grounds and facilities;
- Assist in reviewing and evaluating property claims

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Positions assigned to Class & Compensation may be responsible for:¶

Deleted: <#>Preparing bi-weekly payroll and forwarding to payroll.¶

Deleted: <#>Participating in annual renewal processes associated with excess liability, property, airport and aircraft liability, and blanket accident insurance policies;¶
<#>Participating in the development of the Property & Liability insurance program budget;¶

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Training and Experience (positions in this class typically require):

- High School Diploma
- OR
- GED, and four years of increasing responsible clerical experience which includes two years of related experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class C.

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Knowledge (position requirements at entry):

Knowledge of:

- Principles, policies, practices and operations in assigned area of responsibility
- Office procedures, principles, practices and equipment
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Proper grammar, punctuation and spelling
- Mathematical concepts
- Research methods
- Customer service policies, principles and practices
- Computers and applicable software and database systems
- Basic human resources principles and practices;
- Recordkeeping principles and practices.

Skills (position requirements at entry):

Skill in:

- Using a computer and related software applications;
- Preparing reports;
- Providing customer service;
- Maintaining a variety of records and logs;
- Compiling and reporting information and data;
- Handling and maintaining sensitive and confidential information;
- Managing multiple priorities simultaneously;
- Interpreting and applying applicable laws, rules, and regulations;
- Performing mathematical calculations;
- Responding to changing situations and needs;
- Keyboarding;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007